

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

September 2, 1953

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

Section 2 of E.O. 10450 provides that:

"The head of each department and agency of the Government shall be responsible for establishing and maintaining within his department or agency an effective program to insure that the employment and retention in employment of any civilian officer or employee within the department or agency is clearly consistent with the interests of the national security."

The sample regulations transmitted with the President's letter of April 27, 1953 provide for the review and evaluation of investigative reports containing derogatory information by a Personnel Security Officer. Employees designated to perform this function should be persons who are highly qualified and who have such experience as to insure their ability to properly analyze and evaluate the evidence presented. In carrying out its appraisal responsibilities under Section 14 of the order, the Commission will necessarily be concerned with the qualifications of persons who review and evaluate cases, either by specific designation or under delegated authority.


To assist the Commission in fulfilling its duties and responsibilities, each Department and Agency is requested to furnish the following data concerning each person who has been appointed or designated to review and evaluate reports under E.O. 10450:

1. Name and title
2. Chart showing organizational location of position
3. Date appointed or designated
4. An up-to-date official position description
5. An up-to-date Form 57 or other statement of the incumbent's experience and qualifications
6. A statement concerning the standards which were applied in determining qualifications

7. The classification grade and series of the position

For positions in the Departmental service, the above data should be submitted to reach the Commission not later than September 10, 1953. In addition, please furnish information concerning the extent to which authority and responsibility for the review and evaluation of reports has been delegated to field installations.

Detailed data regarding personnel security positions in the field service will be requested at a later date.



John W. Macy, Jr.
Executive Director